

St Edward Childcare Handbook



9608 Sue Helen Drive
Jeffersontown, Ky. 40299
502-625-5885

Mission and Vision Statement

Our vision is a community where all children feel loved, respected, and encouraged to develop to their fullest potential.

Our program is planned to promote growth in the lives of all children. We will adopt a faith-based approach that enables each child to develop their social, physical, emotional and intellectual abilities. We know that each child is unique and special in God's eyes and positive early childhood experiences are instrumental for a child's overall development into their journey of life. Our program will promote and maintain a safe environment that creates an opportunity for children to develop and grow in a positive manner through appropriate role modeling.

Our Mission is to Love God. Love One Another. Grow Disciples. To provide high quality education and childcare in a safe, respectful and inclusive environment that builds a foundation for life-long learning.

Our Slogan is Born to be a Brave.

Information

Infant Care (6 weeks to 1 year)

Our loving staff provides a home-like atmosphere where your baby will be nurtured to meet their individual needs. Partnering with parents and staying consistent with daily routines and communication. For our infants we ask parents to supply and label with first and last name the following items: diapers, wipes, pre-measured bottles (we cannot scoop & measure, they must also have caps on them), baby food, pacifier, several changes of clothes in a zip lock bag. Items will be stored in their cubby; bottles stored in the refrigerator. Upon feedings, bottles will be warmed by our bottle warmers. We will provide crib sheets at this age. Sheets will be washed daily. We ask that you personalize a plan of schedule or routine you would like us to follow regarding feedings, naps etc. Diaper changes occur hourly. Please plan to replenish items as needed.

One to Two Year Care

We continue to partner with our parents to provide the best care possible for our developing one-year olds. Our toddlers are given every opportunity within our classrooms to

develop their language, fine motor skills and gross motor skills. For our toddlers we ask parents to supply and label with first and last names the following items: Diapers, wipes, pacifier, lunch, crib sheet, blanket, sippy cup, several changes of clothes in a zip lock bag. Items will be stored in their cubby; lunch stored in the refrigerator. You are also welcome to send a "snuggle buddy" for nap time to make your child more comfortable. Please plan to replenish items as needed.

Two-Year-Old to Three-Year-Old

In our two-year-old program, play is how this age learns best. While we are busy playing, we will provide your child with the opportunity to work on developmentally appropriate skills. These skills include self-help skills, sharing and caring for friends, fine and gross motor skills, shape and color recognition, letter/number recognition and counting. We ask parents to supply and label with first and last names the following items: Diapers, wipes, lunch, blanket, crib sheet, sippy cup, several changes of clothes in a zip lock bag. These items will be stored in their cubby; lunch stored in the refrigerator. You are welcome to send a "snuggle buddy" for nap time to make your child more comfortable. Please plan to replenish items as needed.

Potty Training Potty training is a big focus in our two-year-old classroom. Children are at all different stages of the potty-training process and will be given every opportunity to sit on the potty. Working parallel with parents and staying consistent is always best practice. There is no rush. When it comes to potty training, we encourage parents to wait until their child is ready.

Snacks

We will provide a healthy morning and afternoon snack with milk or water at 8:30am and 2:30pm. We do not have the ability to cook. We ask that you pack lunch for your child. Please add ice packs to keep your child's lunch cold. We DO NOT allow refined sugar. Please do not include cookies, fruit snacks, candy, or juice boxes in their lunch. Please bring your child a sippy cup or water bottle, this is for water ONLY. We do not allow juice in these cups or bottles.

Depending on your morning schedule and time of arrival you may want to pack breakfast for your child as well if you feel necessary. A snack menu will be posted weekly. Please remember to label everything with first and last name.

Arrival and Departure

St Edward Childcare is located behind the Parish Office. Arrival time is no earlier than 7:00am and departure may be no longer than 6:00pm. It is the law that children do not stay at the daycare over 10 hours a day. For example, if you drop off your child at 7:00am they **MUST** be picked up by 5:00pm.

There will be time and signature logs at the front desk. All children **MUST** be signed in and out of the facility. Any authorized person to pick up your child **MUST** be listed on the child's paperwork with a parent signature. They will be asked for identification when they arrive. In the event you are late picking up your child after 6:00pm, there will be a \$25 charge plus \$1 per minute.

Nap/Quiet Time

Infants (6 weeks to 1 year) will nap according to their personal schedule. We supply crib sheets for this age. No blankets, pillows or stuffed animals are allowed in their crib per state regulations. Crib sheets will be washed weekly or daily if needed.

One to Three Years will nap from 12:00pm-2:00pm daily. At age 1, they will transition to napping cots which we will label with their name and sanitize weekly. We ask that you provide a crib sheet and blanket (labeled). Bedding will be sent home on Fridays for washing. You are also welcome to bring a "snuggle buddy" for your child to make nap time more comfortable. Children do not have to sleep but will be guided to rest or play quietly on their cot.

Communication

Throughout the day our staff will prepare a daily activity sheet about your child. These will be sent home daily. The information will include feedings, diaper changes, potty usage, nap times, activities, daily disposition, and any other notes deemed necessary. Communication will also take place through phone calls and email. You can look for photos throughout the day on our social media page (permitting a parent signed photo release form). Our top priority is caring for your child and staying engaged, but we also understand missing your child throughout the day and wanting to know how they're doing.

Medication

If your child requires prescription or non-prescription medication during the day, we must have written authorization from your child's pediatrician and directions for administration. The medication must be kept in the original packaging. You must complete a daily medication form for the duration of the time your child needs to be medicated. This form will be provided. Any non-prescribed medication must have your child's dose on the label. If the medication reads "Consult your Physician" we are unable to administer without a doctor's note.

Health

Our priority is to protect your child and all children within our program. With this in mind, we follow these procedures.

- Your child will not be allowed in childcare with these symptoms: fever of 100.4, vomiting, diarrhea, rash of a contagious nature, eye or ear drainage, persistent cough, sore throat.
- If your child develops one or more of these symptoms in our care, you will be required to pick them up within one hour. Children must remain symptom free with no fever

reducing medication for 24 hours prior to returning to school.

The best practice is to keep your child at home if they are not feeling well. That will protect them from further illness due to low immunity, as well as protect others from becoming ill.

Transition

When the time comes for your child to transition to the next age group/classroom, you will be contacted and scheduled for a meeting/conference. At this time, we will work together to create a plan to help your child adjust to the next steps in their development.

Inclement Weather

St Edward Childcare follows Jefferson County Catholic Elementary Schools for delays or closings due to inclement weather. Please watch your local news for this information. A decision will be made by 5am (if not sooner) by the Archdiocese of Louisville. We will also send out a mass email and text to all families regarding a delayed schedule or closing. If we are on a delayed schedule, our doors will open at 9am. If we experience bad weather during the day, you are

welcome to pick up your child early to avoid dangerous driving conditions. Once we are open, we will not be closing early.

Outside Time

We will be going outside for fresh air on nice days. Regarding the warm season, we will only be going outside if the heat index is under 80 degrees. Regarding the cold, we will only be going outside if the windchill is over 30 degrees. Our toddlers will enjoy our outdoor play area. Our infants will take walks in our stroller around the St Edward campus.

Tuition Rates/Enrollment Fee

There is a required, non-refundable enrollment fee of \$100 due upon confirmation of enrollment.

Full Time (5 full days a week) \$250 per week.

Part Time (3 full days a week) \$180 per week.

Part Time (2 full days a week) \$150 per week.

Part Time (4 full days a week) \$220 per week.

Vacation

Families will be allowed to use one week per year where payment will not be required, and your child's spot will be held. For example, if your family has a vacation planned for a week in the summer, let us know in advance and you will not have to pay for that week.

Safety and Security

Our exterior doors are secured with cameras and locked all day, every day. There is a doorbell/intercom system that will allow us to recognize individuals before entering the building. There will be an emergency contact/student information form completed and signed by parents at the time of enrollment. On this form you can list individuals that have your permission to pick up your child. Any person picking up your child will need to show identification, please let them know ahead of time.

Parking

There are a handful of parking spaces in front of our daycare house along with spaces directly behind these front ones. They are located along a section of grass, under the

basketball goal. Daycare families are asked to use the Willowood entrance, not the Sue Helen entrance, when arriving and departing to keep from interfering with the St Edward School carpool. Directions to the Willowood entrance are available upon request. This procedure will be new to everyone so please be patient, use caution, and turn signals to communicate. Please let me know if you have any questions, concerns, or need a copy of how to use the Willowood entrance.

Accidents

In case of an accident, your child will be given first aid, and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed, EMS will be contacted, followed by the parents. Your child's registration form should always be up to date, including the physician's name, phone number, hospital preference (full name and location). Please be sure you have completed the emergency medical treatment portion of your child's registration form.

Personal Belongings

Please put your child's name on everything that belongs to them. Bottles, lunchboxes, blankets, sheets, clothing, sippy

cups, diapers, wipes etc. We do not want items getting lost or going home with the wrong family. Also, children are NOT permitted to bring personal toys from home unless it is a "snuggle buddy" for nap time use.

Allergy Care Plan

Our priority is to protect your child and all children within our program. In the enrollment packet there is a health information portion that you will fill out. You will find space to list all allergies to food, environmental, medications etc. Emergency or rescue medication such as Epinephrine Auto Injectors or Rescue Inhalers must be in the original container and labeled with child's information. These allergies and medications must also be accompanied by an Allergy Care Plan form filled out and signed by parents and pediatrician. Please let me know if you need one of these forms.

Safety Procedures and Emergency Reunification Plan

Emergency drills are held monthly or quarterly. Fire drills are once a month. Disaster drills such as tornadoes, earthquakes and intruders are once every quarter. Practice makes perfect! Every step is taken to keep your child safe while they are in our care.

In the event of a natural disaster, fire or other critical incident the reunification plan to safely reunite children with their parents is as follows. We will communicate via cell phones, Kathy Renaud 502-804-7507 or Michael Davis 502-424-8655. Our on-site safe meeting location is the basement in the Parish Office. Our off-site safe meeting location is Tully Elementary. You will be contacted immediately after arriving at these safe locations. Staff will have our emergency binder with all required children and family information including contact information for parent/guardian, emergency contact, healthcare information, and persons permitted to pick up your child. Kathy Renaud, Director and Makayla Nava, Assistant Director will be responsible for releasing children to the appropriate parent/guardian. We will have an Emergency Disaster Roster Sign Out form to record who picked up the child and when.

Questions/Concerns/Chain of Command

If you have any questions or concerns please contact:

Kathy Renaud, Director - krenaud@stedward.church

Michael Davis, Business Manager - mdavis@stedward.church

Following this page is our calendar for any closings the daycare will have for year 2026. Please plan accordingly. As stated under the "vacation" portion of this handbook, you can use your one free week per year as needed for these closings as well.

You will also find our behavior policy. This contains the Steps of Corrective Action that will take place if necessary. Behaviors such as hitting, biting, kicking, pushing, throwing objects, aggressive behavior, repeated refusal to follow directions, or other unsafe behaviors will be addressed promptly and consistently.

Staff will use developmentally appropriate, positive guidance techniques to help children learn appropriate behaviors. Staff may:

- Provide clear, simple, and consistent expectations.
- Redirect children to appropriate activities and behaviors.
- Offer choices when appropriate.
- Model appropriate communication and problem-solving.
- Encourage children to use words to express feelings and needs.
- Acknowledge and praise positive behaviors.

- Help children identify and manage their emotions.
- Provide appropriate opportunities for children to calm and regain self-control.
- Maintain consistent classroom routines.

Please make sure to sign and return the **Handbook Acknowledgment Form** to confirm that you have received, reviewed, and understood the policies and procedures outlined in the handbook.

As always, feel free to email me with any questions or concerns you may have.

St Edward Childcare
9608 Sue Helen Drive
Jeffersontown, Ky, 40299
502-625-5885
krenaud@stedward.church

Behavior Incident Form

Name _____ Age _____

Date _____ Time _____

Issued by _____

Problem Behavior

- ☐ Throwing Toys
- ☐ Hitting/Pushing/Pinching/Kicking
- ☐ Not Listening to Staff - Running Off
- ☐ Screaming
- ☐ Biting
- ☐ Disruptive

Comments/Description of Behavior

Steps of Corrective Action

- ☐ Verbal Warning
- ☐ Behavior Report
- ☐ Suspension
- ☐ Dismissal from Program

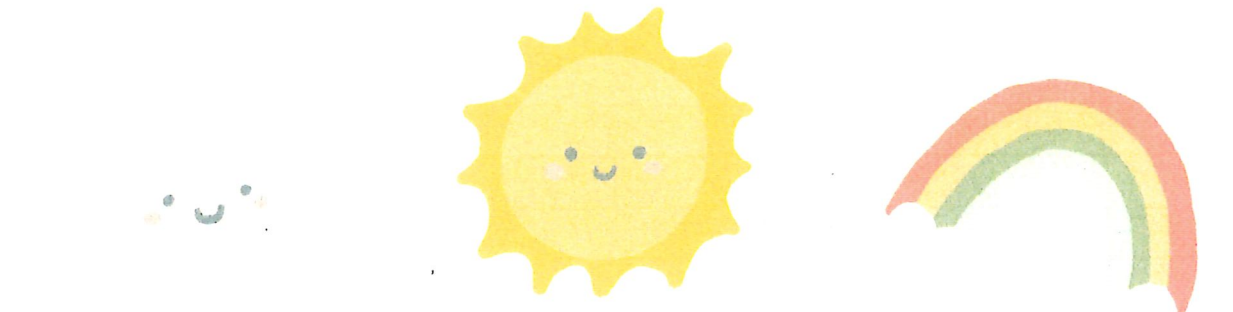
Parent Signature _____

Daycare Closings for 2026

Martin Luther King Jr Day	Monday, January 19
Good Friday	Friday, April 3
Easter Monday	Monday, April 6
Memorial Day	Monday, May 25
Juneteenth	Friday, June 19
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Thanksgiving Day	Thursday, Nov 26
Day after Thanksgiving	Friday, Nov 27

*Christmas and New Year Holidays – Thursday December 24 through Friday January 1, 2027.

*Return – Monday January 4, 2027



DAILY SCHEDULE



7:00-8:00

Arrival & Welcome Play (building blocks, puzzles, quiet toys)

8:00-8:45

Clean Up, Wash Hands, Morning Snack

8:45-9:30

Toileting, Diaper Changes (T/D), Music & Movement

9:30-10:15

Creative Exploration (crafts, painting, DIY projects)

10:15-11:00

Soft Play/Gross Motor Play (foam blocks, stacking)

11:00-11:45

Lunch Time

11:45 – 12:30

Story Time

12:30 – 2:30

Rest & Relaxation (nap / quiet activities)

2:30-3:15

Wake Up & Light Snack (T/D)

3:15-3:45

Outdoor Adventures & Movement Games

3:45-4:30

Music and Movement (T/D)

4:30-5:15

Choice Centers (dramatic play, sensory play, reading corner)

5:15-6:00

Free Play & Pick-Up Time



Parent Handbook Acknowledgement Form

Child's Name _____

Parent/Guardian Name _____

We acknowledge that I/We have received, read, and reviewed the **Parent Handbook** for the childcare center.

I/We understand that the handbook contains important information regarding the center's policies, procedures, expectations, hours of operation, health and safety practices, communication, tuition and fees, behavior expectations, and other guidelines related to the care of my/our child.

I/We understand that policies and procedures may be updated or revised as necessary. The center will communicate significant changes to families when applicable.

By signing below, I/We confirm that I/We have received and reviewed the Parent Handbook and agree to follow the policies and procedures outlined within it.

Parent Signature _____

Date _____